

ASSISTANT TO THE CITY CLERK

GRADE: 14

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Assistant to the City Clerk performs difficult skilled clerical and intermediate work to assist the City Clerk and Mayor & Council in the day to day operations of the City Clerk's Office. The work requires proactive approach requiring continuing personal contact with the general public explaining City codes, policies and procedures; and, contact with city officials. The work requires limited physical demands and may have considerable mental effort and stress involved in meeting the needs of the office as well as the public. The incumbent's work is directed with general supervisory review and is subject to general policies and procedures with standardized administrative practices. The work itself has meaningful impact with moderate consequences to the overall function of the office.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLE OF DUTIES:

- Plans, performs and coordinates necessary secretarial duties including typing, filing, etc., to support the City Clerk's office operations.
- Sets up and ensures maintenance of specialized files/record keeping systems.
- Performs advanced secretarial duties utilizing word processing and data processing equipment.

- Act as office liaison to coordinate activities of the office with other departments, agencies and individuals both within and outside the City.
- Make arrangements for local and out-of-town travel (including some international travel) for the Mayor and Council and City Clerk for numerous seminars and conferences. May include making arrangements for others accompanying the Mayor and Council, such as spouses.
- Conducts research for the Mayor and Council, departments and other customers.
- Screens incoming calls, correspondence and visitors, answering questions and/or rerouting appropriately.
- Manages the Mayor and Council Social Log and informs members if their attendance is necessary and appropriate. Provides responses and reminders. Processes payments for registration and travel arrangements, if needed.
- Answers and screens calls for the Mayor and Council and City Clerk's office and routes calls appropriately.
- Processes mail (routing, copying to appropriate staff, and highlighting important dates and data).
- Prepares Annual Financial Disclosure Statements and sends them to appropriate staff, Mayor and Council, and Boards and Commissions members.
- Represents City Clerk's office on citywide staff committees as assigned by the City Clerk (Data Processing Advisory Committee, Customer Service Task Force and Character Counts).
- Manages day-to-day financial operations in City Clerk's office such as Mayor and Council monthly credit card expenses, requisitions; PO's, and check request for supplies services, travel, dues and publications, etc.
- Maintains records of time sheets for City Clerk staff.
- Reconciles credit card expenses against monthly statements.
- Ensures confidentiality of records and correspondence.
- Ensures accurate and timely secretarial and clerical support.
- Performs all tasks in a safe manner.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience equivalent to an Associate of Arts Degree and from 3-5 years of experience in secretarial/office clerical work including detailed record and calendar keeping.

Knowledge, Skills and Abilities:

- Thorough knowledge of secretarial duties needed for the function of a City Clerk's Office.
- Knowledge of goals and policies.

- Skilled in advanced secretarial duties including record and calendar keeping, making travel arrangements, and work processing and data processing equipment.
- Ability to communicate effectively with City personnel and the general public.
- Ability to take and transcribe dictation by machine.